



TRANSFER OPPORTUNITY FOR CURRENT STATE EMPLOYEES

OFFICE ASSISTANT (TYPING) PERMANENT, FULL-TIME POSITION

DIVISION OF APPRENTICESHIP STANDARDS DEPARTMENT OF INDUSTRIAL RELATIONS

- Position:** Office Assistant (Typing)
Salary Range: \$2003 - 2435 per month (Range A)
\$2172 - 2641 per month (Range B)
- Location:** 455 Golden Gate Avenue, 10th Floor
San Francisco, CA 94102
- Duties:** Under the general supervision of the Senior Apprenticeship Consultant, types correspondence and reports; types and completes all forms associated with DAS' functions; maintains records and files; answers telephones and takes messages as necessary; and performs other clerical duties as required.

SROA and eligible Surplus Employees will be given first consideration and are encouraged to apply. Anyone eligible for transfer, list appointment, or training and development assignment to the above class may apply by sending a standard State application (Form STD 678) to:

Department of Industrial Relations
Division of Apprenticeship Standards
P. O. Box 420603
San Francisco, Ca 94142-0603
Attention: Glenna Linn
Telephone: (415) 703-5478

Submit Application By: February 28, 2006 or until position filled

Applications will be reviewed and interviews for some or all applicants may be scheduled subsequently

CALIFORNIA STATE GOVERNMENT – AN EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

05-043-DAS